

**Hall Memorial Library
Board of Trustees Meeting**

**Hall Memorial Library
93 Main Street
Ellington, Connecticut**

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**10 December 2019
7:00 PM**

I. Call to order

The meeting was called to order at 7:03pm by Chair John Halloran. In attendance: John Halloran, Gabby Mendelsohn, Mary Cone, Mary Blanchette, Judy Stomberg, Library Director Susan Phillips, and Children's Librarian/Assistant Director Patricia Grundman. Friends of the Library President Peg Busse and Library staff member Cheryl Chamberlin were also present. Board member Janet Wieliczka was excused.

II. Citizen's Forum

Peg Busse, as a member of the Board of Finance, reported that she has been appointed as the BOF liaison to the Library Board.

III. Approval of Minutes of October 8, 2019

The minutes of November 12, 2019 were unanimously approved with a correction to the report of the Friends of the Library (Blanchette/Cone). To be added: Peg Busse reiterated the viewpoint that items funded by the Friends should fit within the Library's mission and requested that new funding opportunities be reviewed by the Board.

IV. Election of Officers

Chair John Halloran called for nominations for officers. Mary Blanchette (Stomberg) and John Halloran (Mendelsohn) were nominated for Chair. A vote was called and Mary Blanchette was elected Chair with a vote of 3 to 2. Mary Cone was nominated for Secretary (Stomberg) and unanimously elected. Janet Wieliczka was nominated for Treasurer (Halloran) and unanimously re-elected.

V. Appointment of Library Director

Susan Phillips was unanimously reappointed as the Library Director (Halloran/Mendelsohn).

VI. Treasurer's Report

The Treasurer's report was presented and discussed.

VII. Current Year Budget

FY2019-20 budget expenditures to date were presented and discussed.

VIII. Library Director's Report

The Library Director's report was presented and discussed. Highlights: Memorial gifts have been received in memory of former Library Board Chair Marge Dawson. The temporary

bookkeeper has announced her intention to retire; the process has begun for replacement. Winter weather has already impacted Library and Town service hours. There was a leak in the roof in the area of the second floor hallway; Public Works was contacted and repairs arranged. The Friends of the Library funded a performance of excerpts from the Nutcracker performed by the Connecticut Ballet. The Winterfest celebration was held on December 6 and 7. Director Phillips expressed thanks and appreciation to the many partners who helped to make it a success.

IX. Friends of the Library

President Peg Busse shared upcoming event: Annual cookie sale will be held December 15 and 16. A book sale will be held on December 28 and 29, with bags at \$5.00.

X. Old Business

Building Maintenance: The Capital Improvement request for the replacement of the 16 air handlers as submitted by the Public Works Director was reviewed and discussed. This will be a multi-year project, to be done in phases and taking up to five years to complete.

XI. New Business

Recording Secretary: The job description for the Library Bookkeeper/Recording Secretary and also one for the Planning Department Recording Secretary was distributed and reviewed. Director Phillips will update the Library job description for approval at the next meeting.

Bookkeeper: After discussion with the Senior Center Director and the Finance Department, Director Phillips recommends hiring a Bookkeeper for the Library only, and not in conjunction with the Senior Center. The viability of continuing the position as both Bookkeeper and Recording Secretary was discussed.

ACLB Conference: Presentations attended at the Association of Connecticut Library Boards annual conference were shared.

FY 2020-21 Budget: Preliminary ideas for the FY 2020-2 budget request were discussed.

Acceptance of Board of Finance Liaison: Motion was made (Halloran/Stomberg) and unanimously approved to add this item to the agenda. Motion was made (Halloran/Cone) and unanimously approved to accept the appointment of Peg Busse as Board of Finance liaison to the Library Board of Trustees.

XII. Trustees' Concerns

None.

XIII. Adjournment

Meeting unanimously adjourned at 8:12pm. (Stomberg/Mendelsohn)

Respectfully submitted,

Mary Blanchette

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